



FOOTHILL COLLEGE
Accreditation Steering Committee
Wednesday, July 20, 2016
MEETING MINUTES

LOCATION: Andrew LaManque's Office (Room 1915)

TIME: 9:00AM – 10:00PM

MEMBERS PRESENT:

Andrew Lamanque, Carolyn Holcroft (on phone), Erin Ortiz, & Ruby Sodhi.

A) Accreditation Flowchart

Members reviewed a flowchart that represented the timeline of accreditation activities during Fall 2016 – Fall 2017 and the corresponding completion times. The discussion revolved around the feasibility of meeting those deadlines and the amount of work each team would be able to handle. Andrew suggested adding a Summit or Retreat on accreditation with the new President, perhaps off-site, to allow college stakeholders a fresh perspective to review and assess their efforts in collecting and analyzing evidence for the self-study report. Members agreed to Nov. 18, 2016 as a possible date for the retreat/summit. Andrew added that another retreat/summit could then also be held in fall 2017, before the accreditation site visit, to gain meaningful perspectives from college stakeholders about the work accomplished and to reflect on what areas still need to be addressed for improvement.

Erin strongly supported the idea of doing this retreat/summit off-campus and offered her place as a possible venue should budget be a problem in making this happen.

There was also discussion about how to connect the various initiatives and plans the college currently has in place (such as the Master Plan, Study Equity Plan, and the upcoming Quality Focused Essay for the self-study report) to see their alignment.

Andrew asked the committee members what they would like the new president to address regarding accreditation. Erin suggested that having some signage/posters around campus regarding accreditation should increase the visibility of the work being done for the self-study report and perhaps increase staff participation in this work. Ruby suggested that the president should provide regular communication campus-wide about accreditation and related activities to keep stakeholders engaged in the self-study process. Carolyn suggested that it is also important to be concise in what we communicate regarding accreditation. Carolyn supported Erin's idea of having posters around campus to improve public relations regarding accreditation.

B) District Opening Day

Andrew informed everyone that he along with Mallory and Ruby plan to give a presentation about linking accreditation with student equity at the district opening day. This presentation

will be an interactive process to engage stakeholders for soliciting feedback about accreditation and their related current student equity plans/works/initiatives.

C) Other Updates

Andrew shared that he and Elaine will be away on an evaluation team in August. Andrew also shared that the district has a new mission statement, which should be shared campus-wide and incorporated into the accreditation self-study report.

Andrew also shared that Kimberlee Messina needs to be added to one of the teams and the members for input on where she would best fit. Ruby suggested that Kimberlee should be added to Standard II team as Carolyn could use Kimberlee's help and expertise in addressing the standard on student learning programs and support services as well as in writing part of the self-study report. Carolyn supported this suggestion and everyone agreed to add Kimberlee to Standard II team.

Andrew shared with members that the district has scheduled a study session at the end of August 2016. And while he was not sure what those sessions would include, he added that the Vice-Chancellor and the Chancellor have had meetings regarding accreditation and program review.

D) Baccalaureate Degree Update

Andrew informed everyone about his recent conference visit regarding the Baccalaureate degree and the new expectations by the ACCJC in addressing those standards in the self-study report. Andrew added that there are 28 sub-standards that need to be addressed on the self-study report and the college is planning an ACCJC site visit for the Dental Hygiene program sometime in Nov.

E) Next Steps

Andrew asked members for suggestions regarding next steps. Ruby suggested that this team should identify individuals who would be writing the self-study report and the quality focused essay. She also suggested doing some homework on finding connections/alignment among the initiatives (such as the Education Master Plan and Study Equity Plan) for accreditation. Andrew thanked everyone for getting accreditation work moving along and suggested that this team should meet at least twice in August and September 2016.